

Archival Review Board
October 25, 2021, 4:00 p.m.

Meeting Minutes

Participating: Members Richard K. Lieberman and Kate Cocklin attended the meeting with Commissioner Pauline Toole, Municipal Archives Director Sylvia Kollar, and Assistant Commissioner Kenneth Cobb. Member Yasmin Ramirez was unable to join the meeting.

Agenda Item 1: Review of Minutes from January 29, 2021

Commissioner Toole called the meeting to order and asked if there were comments on the Minutes from the meeting held on January 29, 2021. None were voiced. Commissioner Toole asked for a formal acceptance of the Minutes; Katherine Cocklin responded in the affirmative.

Agenda Item 2: Commissioner's Remarks:

Commissioner Toole spoke about the opening ceremony at the new Archives storage facility in Industry City, Brooklyn that took place earlier in the day. She added that the ARB would meet in-person at the new facility in the future. Commissioner Toole said that all staff had returned full-time to their respective workplaces in September, and added that they had made significant accomplishments during their remote-work period.

Agenda Item 3: Update on Archives Activities:

Sylvia Kollar provided a high-level description of recent Archives activities:

1. Materials that had been stored in the off-site facility, but never accessioned, were re-appraised. Duplicative items and materials with no research value were disposed.
2. Descriptive information about collections have been edited in a legacy data clean-up effort for launch of the on-line catalog (ArchivesSpace).
3. The Manhattan Building plans project is continuing with cataloging and re-housing plans for buildings in lower Manhattan originally filed with the Department of Buildings from 1866 through the 1970s.
4. All collections were bar-coded in preparation for the move to the new space in Industry City.
5. Digitization of the Old Town records with funding from the NHPRC will soon begin.

Agenda Item 4: Other Matters:

Member Richard Lieberman asked if the Archives is collecting information related to the COVID pandemic. Commissioner Toole answered that the Archives will be accessioning administrative records from the Department of Health, the Mayor's Office and other agencies that will document the pandemic. She added that DORIS harvests social media posts.

Member Richard Lieberman said we should be thinking about transition. Commissioner Toole said that the current administration is preparing transition documents. Lieberman said the Archives should make sure to get the photographs. Commissioner Toole suggested it would be wise to meet again in early January 2022.

Member Lieberman said a record-number of Council members would be leaving office at the end of the year. Commissioner Toole said they must adhere to the Charter with regard to record dispositions.

The meeting was adjourned at 4:31 p.m.